



**TRADE, INDUSTRY, TECHNICAL & HEALTH SCIENCE EDUCATION**  
**Secondary Teacher Credential**  
**Department of Career and Technical Education**  
(Revised 5/2016)

Forms and additional information can be found on our website at: <http://www.nd.gov/cte/teacher-cert/>

If you have any questions, please feel free to contact us at (701) 328-3165 or lruff@nd.gov

## **New Applicant Checklist**

There is a 2-step process to receive a credential, you need to apply with Education Standards & Practices Board (ESPB) and also apply with Department of Career & Technical Education. We are two separate agencies.

To receive a 2-year teaching license with a CTE Endorsement you must have been offered a teaching position and complete the following:

<b>With ESPB</b>	
	Online application at: <a href="http://www.nd.gov/espb">www.nd.gov/espb</a> (You will log in using your ND State login. If you do not have one, click “Register Now” to obtain one.)
	Fingerprint Kit
	Pay Appropriate Fees

<b>With CTE</b>	
	Application for Career and Technical Education Teacher Certification (SFN 5415) <b>Make sure all required signature are included</b>
	Occupational Work Experience Verification Form (SFN 50986) Within the last 8 years verify 8,000 hours of work experience in the occupational field you teach. Applicant completed top portion of the form and your previous employer(s) complete the bottom.
	Send copies of current training/certification/license required for the occupational field you teach (Ex: ASE, NATEF, Nursing, etc.)
	Send copy of your college transcripts. An unofficial copy is sufficient if it shows correct amounts of credit hours.

Send CTE documentation to: Department of CTE  
Attn: TITH Supervisor  
600 E. Boulevard Ave. Dept. 270  
Bismarck, ND 58505-0610

Your teaching license with CTE credential will be online from ESPB.

All first time applicants receive a 2-year provisional license/credential which will allow time for you to complete the required training to gain classroom management skills and other valuable new educator information. Valley City State University offers a Transition to Teaching course that is sponsored by the Department of CTE that will fulfill this requirement. Through our partnership with VCSU, credit hours are offered at a reduced cost but the cost of this program is your responsibility.

Please keep in mind that you will need to provide the following when your credential expires:

- Verification that you have completed Transition to Teaching.
- Verify 18 months of consecutive full-time teaching.

## **Renewal Applicant Checklist**

There is a 2-step process to renew your credential, you need to apply with Education Standards & Practices Board (ESPB) and also apply with Department of Career & Technical Education. We are two separate agencies.

To receive a 5-year teaching license with a CTE Endorsement, please complete the following:

<b>With ESPB</b>	
	Online application at: <a href="http://www.nd.gov/espb">www.nd.gov/espb</a> (You will log in using your ND State login. If you do not have one, click “Register Now” to obtain one.
	Pay Appropriate Fees

<b>With CTE</b>	
	Renewal Application for Career and Technical Education Teacher Certification (SFN 51688) <b>Make sure all required signature are included</b>
	Occupational Work Experience Verification Form (SFN 50986) Within the last 8 years verify 8,000 hours of work experience in the occupational field you teach. Applicant completed top portion of the form and your previous employer(s) complete the bottom.
	Send copies of current training/certification/license required for the occupational field you teach showing the needed 64 hours professional development (Ex: ASE, Nursing, etc.)
	Send copy of your college transcript showing 6 semester credits. An unofficial copy is sufficient if it shows correct amounts of credit hours.

Send CTE documentation to:                      Department of CTE  
Attn: TITH Supervisor  
600 E. Boulevard Ave. Dept. 270  
Bismarck, ND 58505-0610

Your teaching license with CTE credential will be online from ESPB.

Please keep in mind that you will need to provide the following when your credential expires:

- Verify 64 hours of professional development
- Verify 6 college credits